

Registration Extension for Companies No Longer Required to be Registered after Implementation of Export Control Reform

To request an extension of registration for manufacturers/exporters/brokers until the effective date when certain U.S. Munitions List items transition to the jurisdiction to the Export Administration Regulations (15 C.F.R. Parts 730-744), registrant must submit a certification containing the following:

1. Prepared on the registrant's letterhead.
2. Copied verbatim as written below except for the sections left blank, or in parentheses and italicized. In those sections, include specific information as applicable. (See sample letter below).
3. Signed by an authorized senior officer listed in block 7 of the DS-2032 form.
4. Prepared using the same business legal name as that is the U.S. or Foreign equivalent Government or State (endorsed or issued) documentation supporting legal name and organizational type of the registrant (e.g. articles of organization, articles of incorporation, State Incorporation Certificate).
5. Addressed to the current Director of the Office of Defense Trade Controls Compliance, in hard copy at one of the following addresses:

Registered Mail or Express Mail (such as FEDEX, DHL, UPS, etc.) Delivery

(Express mail is recommended for tracking and faster delivery)

U.S. Department of State
Directorate of Defense Trade Controls
Compliance and Registration Division
2401 E Street NW, SA-1, Room H1200
Washington, DC 20037

Note: Due to screening procedures at the Department of State, at this time only UPS and FEDEX are able to deliver directly to the courier service address 20037 zip code. While other service providers may be used, please allow up to an additional two weeks for actual delivery to the Office of Defense Trade Controls Compliance, Compliance and Registration Division.

Regular Mail Delivery (U.S. Postal Service)

U.S. Department of State
Directorate of Defense Trade Controls
Compliance and Registration Division
2401 E Street NW, SA-1, Room H1200
Washington, DC 20522

Or by fax to: (202) 261-8695

Dear *(insert name of current Director of the Office of Defense Trade Controls Compliance)*:

Subject: *(Insert company name)* Requests Registration Extension due to Implementation of ECR

Manufacturer/Exporter Registration Code: **M** _____ **Expiration Date:** _____ (MM/DD/YYYY)
Broker Registration Code: **K-** _____ **Expiration Date:** _____ (MM/DD/YYYY)

“(Insert company name) requests DDTC extend our registration expiration date to the effective date of transition to CCL for USML Category (insert Category number) items and waive the registration fee. (Insert company name) certifies that no changes in our eligibility from what is represented in our previously submitted DS–2032 Statement of Registration have occurred (otherwise specify change in eligibility status).

After the effective transition date, *(Insert company name)* will no longer be in the business of manufacturing, exporting, or brokering defense articles or defense services.

Under penalty according to Federal Law (22 C.F.R. 127.2, 22 U.S.C. 2778, 18 USC 1001), I *(insert name of signatory)*, as a senior officer, authorized by *(insert registrant name)*, warrant the truth of the statements herein.”

If DDTC has any questions pertaining to this request, please contact *(insert name)* at *(insert phone number)*. Please email a copy of the registration extension complete letter to *(insert email address)*.

Respectfully,

(Signature, in ink, of Senior Officer as their name appears in block 7 of the DS-2032 form)

(Print Full Name)

(Insert Official Title)